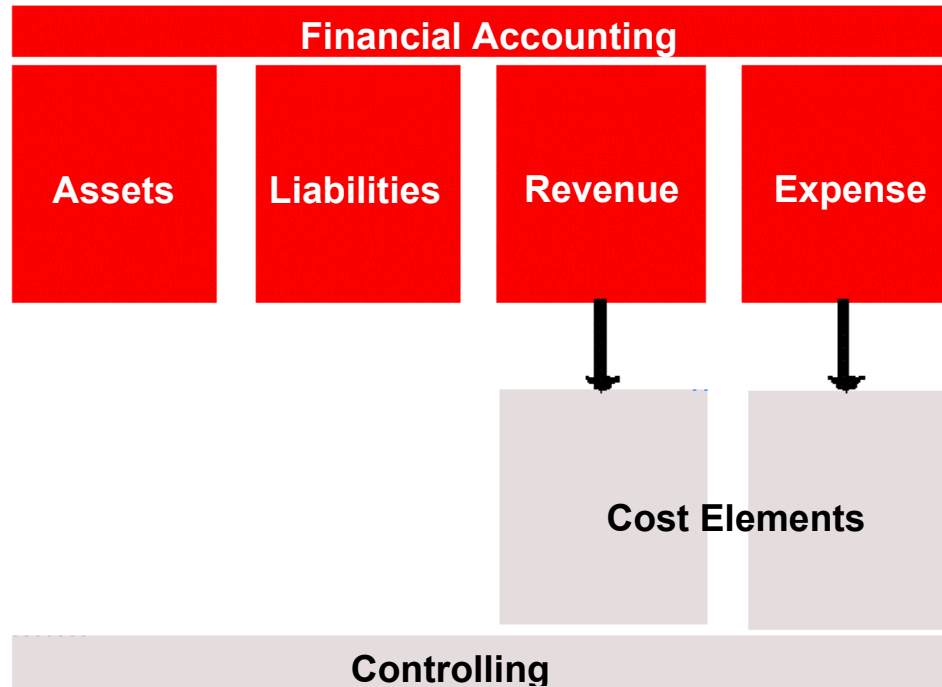


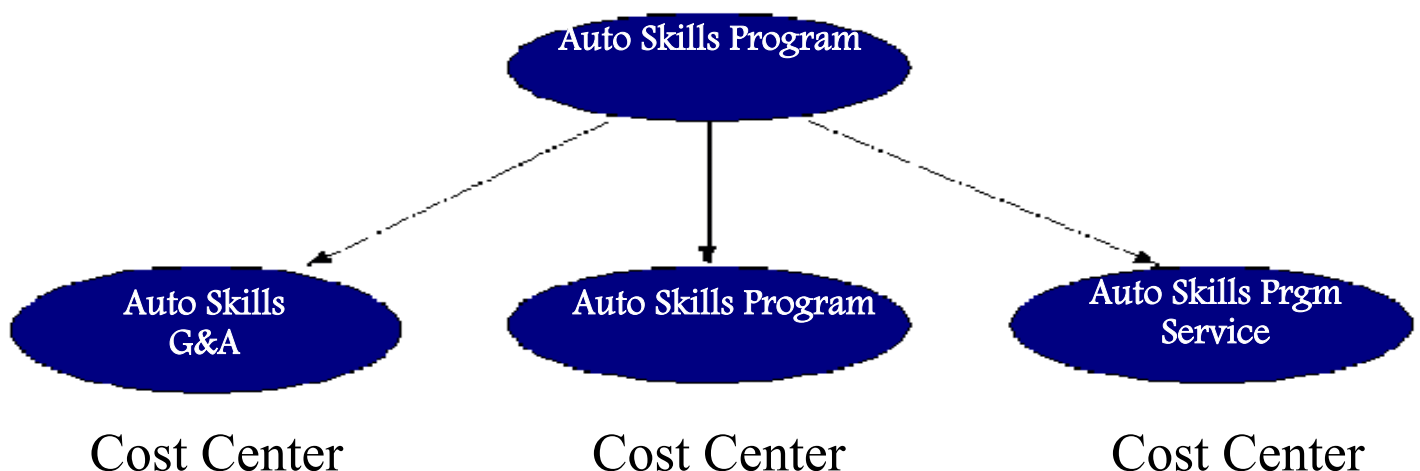
What is Controlling?

The Controlling module (CO) in SAP R/3 deals with the responsibility aspect of financial accounting. No actual postings are made in Controlling, instead all transaction information flows to Controlling through the other modules of SAP R/3. The Controlling module provides the most flexible business income and expenses reporting.



At the core of Controlling is the cost center, which represents a location where revenue and expenses originate. Cost centers are then grouped in various ways, via hierarchies, to facilitate management review.

Cost Center Group

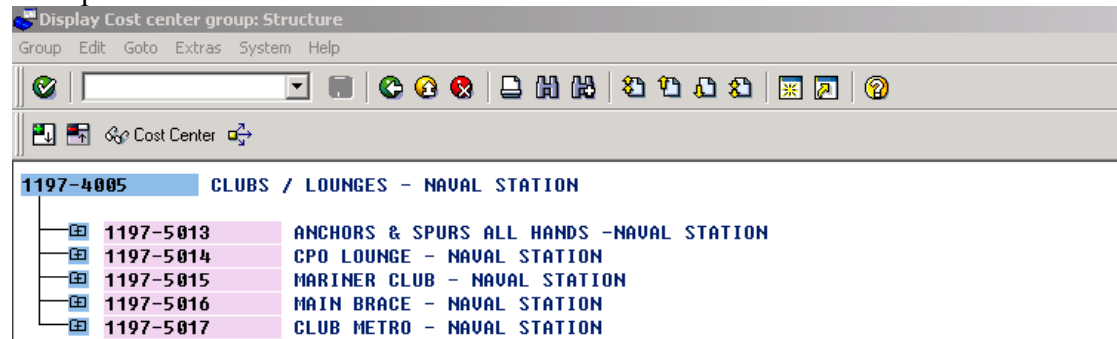


Hierarchies

MWR has created several hierarchy groups to allow different views of cost center information. To view these hierarchies, use the following menu path:

Menu path: *Accounting → Controlling → Cost Center Accounting → Master Data → Cost center group → Display (Trans KSH3)*

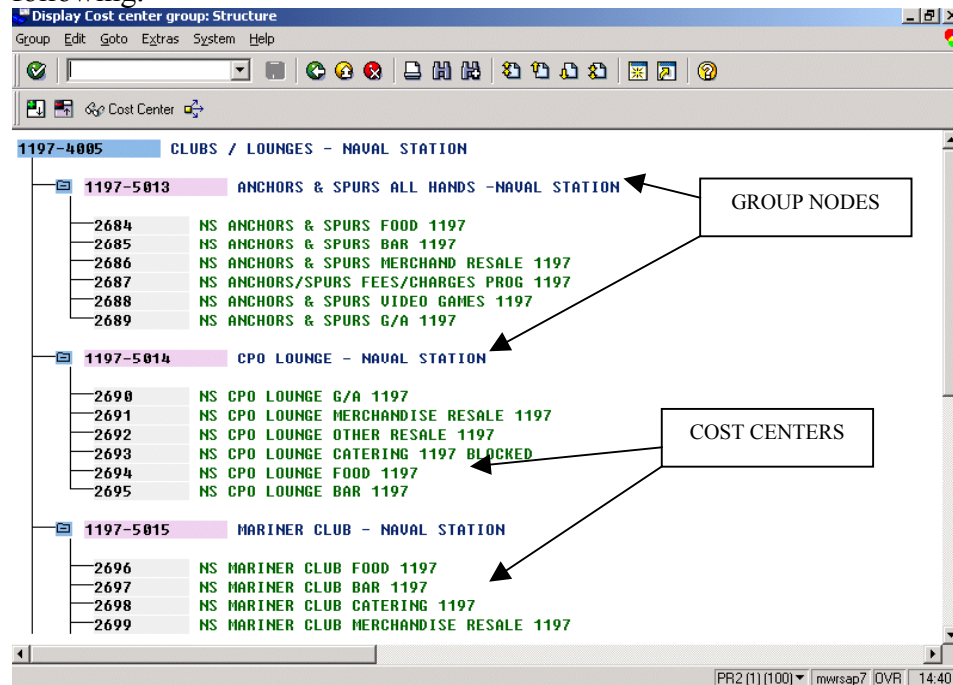
Enter the hierarchy number (group node) in the text box. Select your group node from the handout hierarchy. Group nodes are identified as a number that consists of SAP Company code plus three or four additional numbers (ie. 1197-4005) See example below.



To expand or collapse the hierarchy, place the cursor on the desired level and click



the expand or collapse icon. The expanded version will look like the following.



Hierarchies cont.

The different nodes represent different levels in the organizational chart. Each node is a reporting node that will offer summary level or detailed level financial information for all subordinate nodes or cost centers. The cost centers are identified as the four digit numbers at the lowest level of the hierarchy (ie. 2694).

By double clicking at the cost center level, the system will display the cost center master data.

Display Cost Center: Basic screen

Cost center: **2694** NS CPD LOUNGE FOOD
 Controlling area: **2000** AIMS Controlling Area
 Valid from: **10/01/1950** To: **12/31/9999**

Basic data | Control | Templates | Address | Communication | Add. fields | History

Names

Name: NS CPD LOUNGE FOOD
 Description: NS CPD LOUNGE FOOD 1197

Basic data

Person responsible: CNRSW (MWR METRO)
 Department: 01
 Cost center category: C CATEGORY C
 Hierarchy area: 1197-5014 CPD LOUNGE - NAVAL STATION
 Company code: 1197 MWR COMNAVREG, SW (METRO)
 Business area:
 Currency: USD
 Profit center:

PR2 (1) (100) mwrsap7 QVR 09:57

Cost centers are used by SAP to represent a location of cost (and revenue) origination. Cost centers are grouped through the hierarchy into decision, managerial and responsibility groups to facilitate queries and reporting. MWR/VQ cost center master data includes the RAMCAS category, activity and department designators.

Cost centers and cost center groups are maintained by MWR Headquarters. Field MWR/VQ offices can request additional cost centers or changes to existing cost centers or cost center groups by submitting a "Create/Change Cost Center Request Form." (Attached)

Select the green arrow back button  to return to the previous screen.

Internal Orders

Internal Orders will be used by MWR to record income and expenses for a particular event within a cost center. The internal orders will be statistical and **used for reporting purposes only**. Internal orders will be created at HQ as required. The following is a list of the internal orders created for Metro San Diego Region.

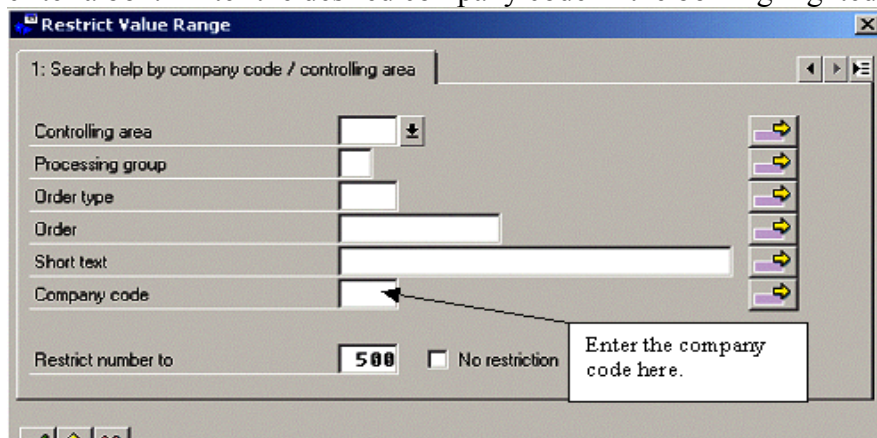
To view the internal order master data follow the menu path:

Menu path: *Accounting → Controlling → Internal Orders → Master Data → Order → Display (Trans KO03)*

The following screen will appear.




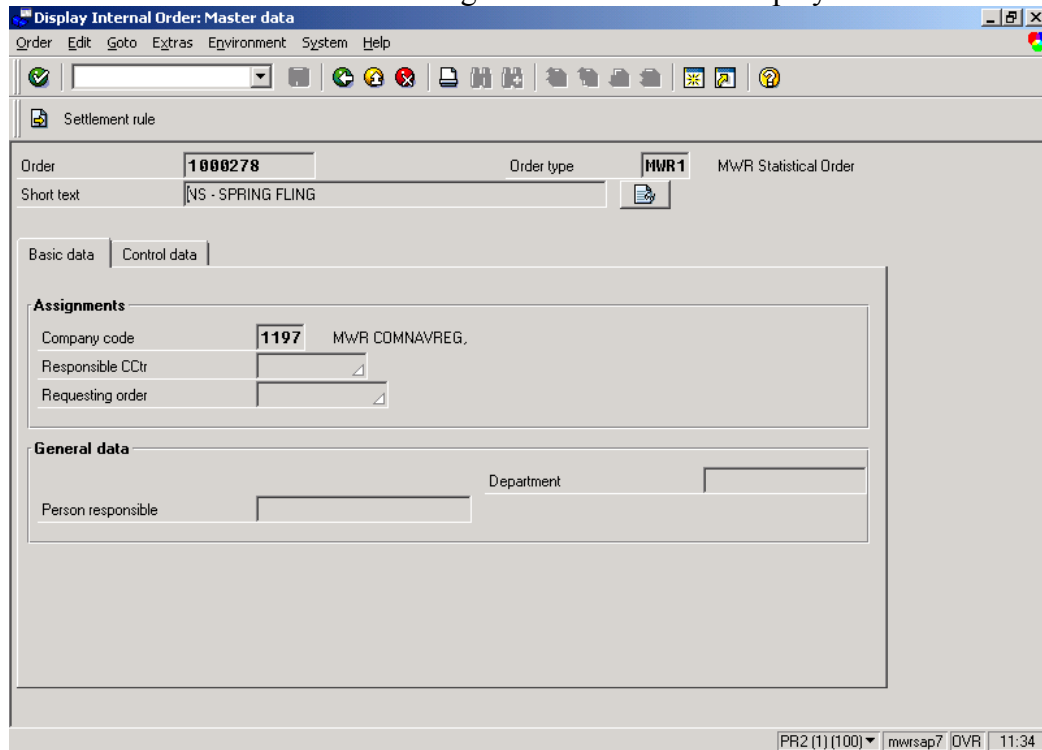
Click in the order box and use the dropdown arrow to display an additional criteria box. Enter the desired company code in the box highlighted and enter.



The following box will display all the internal orders created in the company code.

Order number		
Controlling area 2000 Processing group 00 Order type MWR1		
Order	Short text	CoCd
1000273	NS - AIR IT OUT / YARDBALL	1197
1000274	NS - RACE FOR THE PENNANT	1197
1000275	NS - CHILDREN'S PARTIES	1197
1000276	NS - HOLIDAY WATER FRONT	1197
1000277	NS - LET IT FLY (FLAG FOOTBALL)	1197
1000278	NS - SPRING FLING	1197
1000279	NS - SURFACE LINE WEEK	1197
1000280	COR - HOLIDAY GAME TAIL GATE	1197

Select the internal order to display by double clicking on the line item. The internal order number will populate the initial screen order box at this point, click the enter button . The following master data will be displayed.



Display Internal Order: Master data

Order Edit Goto Extras Environment System Help

Settlement rule

Order **1000278** Order type **MWR1** MWR Statistical Order

Short text VS - SPRING FLING

Basic data Control data

Assignments

Company code **1197** MWR COMNAVREG

Responsible Cctr

Requesting order

General data

Person responsible Department

PR2 (1) (100) mwrsp7 OVR 11:34

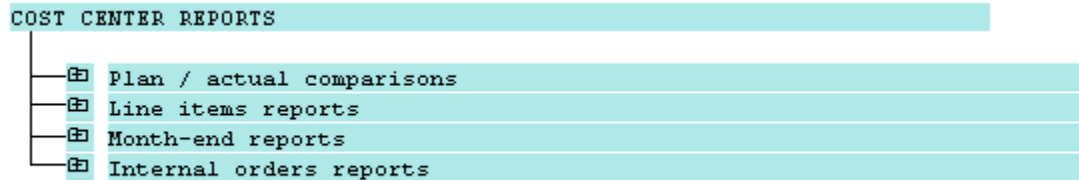
Reporting

As mentioned earlier, the Controlling module provides the most flexible reporting for business income and expenses. For a detailed breakdown of cost center and cost center groups, reporting must be done in the Controlling module.

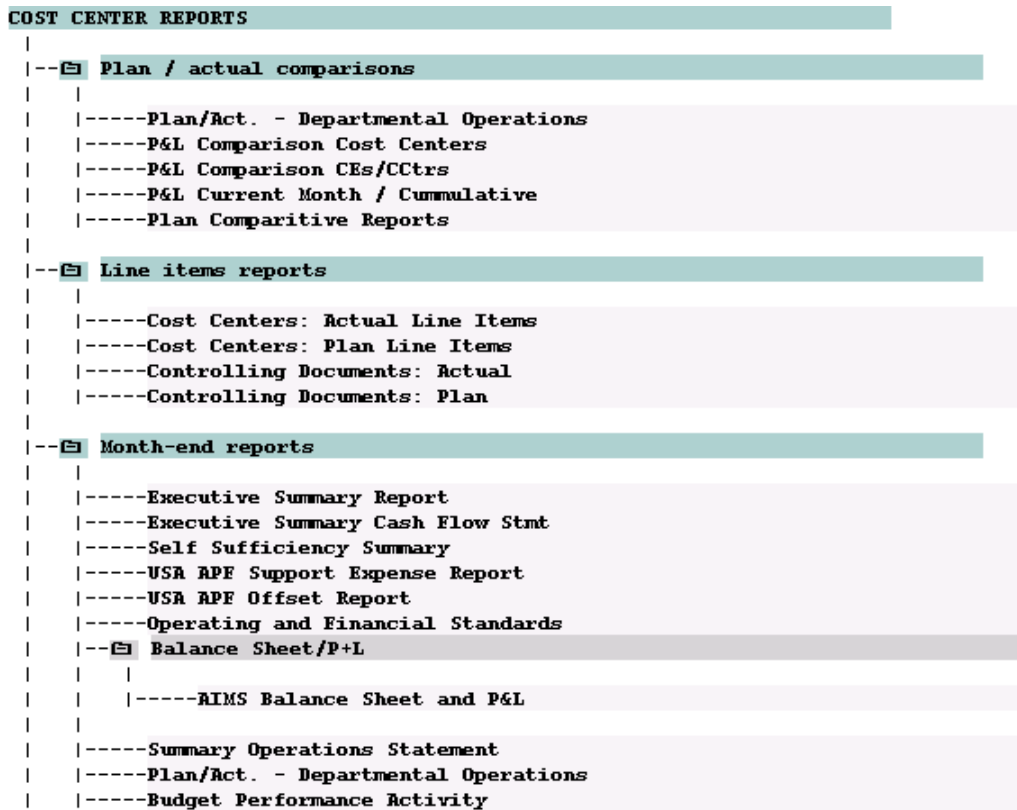
The MWR Controlling reports can be found through the following menu path:

Menu Path: *Accounting → Controlling → Cost Center Accounting → Information system → Report selection. (Trans KSBB)*

The following report tree will be displayed.



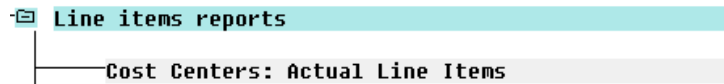
Click on the expand button  to view all available cost center reports.



Select the desired report by double clicking on the line description. Once the report has been selected the selection criteria screen will come into view.

The selection criteria screen will vary according to the type report selection requested.


1. To view detailed **cost center actual postings** select the following report opening the “Line Items Report folder” and double click on the line “Cost Centers: Actual Line Items”.



The following selection criteria screen will display.

The screenshot shows the 'Cost Center Line Item Display' selection criteria screen. It includes fields for 'Cost center', 'Cost center group', 'Cost element', and 'Cost element group', each with a 'to' field. A text box indicates 'Use either cost center OR Cost center group'. The 'Posting date' field is set from '04/01/2002' to '04/30/2002'. The 'Display variant' is set to '/MWR1'.

Enter the selection criteria, **either cost center or cost center group**, NOT

BOTH, with posting dates and click the execute button . The following report will display.

The screenshot shows the 'Display Actual Cost Line Items for Cost Centers' report. The header information is as follows:

CoCd	Cost ele	Cost element name	DocT	Postg date	Value C0Curr	Cost	Aux. acct assignment_1
1353	501000	PROGRAM REVENUE	SD	10/03/2001	1,284.00-	1967	
1353	501000	PROGRAM REVENUE	SD	10/03/2001	846.00-	1967	
1353	501000	PROGRAM REVENUE	SD	10/04/2001	183.00-	1967	
1353	501000	PROGRAM REVENUE	SD	10/03/2001	675.00-	1967	
1353	501000	PROGRAM REVENUE	SD	10/05/2001	240.00-	1967	
1353	501000	PROGRAM REVENUE	SD	10/10/2001	282.00-	1967	
1353	501000	PROGRAM REVENUE	SD	10/11/2001	213.00-	1967	
1353	501000	PROGRAM REVENUE	SD	10/11/2001	348.00-	1967	
1353	501000	PROGRAM REVENUE	SD	10/11/2001	723.00-	1967	
1353	501000	PROGRAM REVENUE	SD	10/11/2001	411.00-	1967	
1353	501000	PROGRAM REVENUE	SD	10/01/2001	182.00-	1967	
1353	501000	PROGRAM REVENUE	SD	10/02/2001	570.00-	1967	
1353	501000	PROGRAM REVENUE	SD	10/03/2001	384.00-	1967	
1353	501000	PROGRAM REVENUE	SD	10/04/2001	246.00-	1967	
1353	501000	PROGRAM REVENUE	SD	10/08/2001	369.00-	1967	
1353	501000	PROGRAM REVENUE	SD	10/08/2001	762.00-	1967	
1353	501000	PROGRAM REVENUE	SD	10/08/2001	699.00-	1967	
1353	501000	PROGRAM REVENUE	SD	10/08/2001	363.00-	1967	
1353	501000	PROGRAM REVENUE	SD	10/09/2001	300.00-	1967	

Please pay particular attention to the accounting detail as the information being viewed is the actual ledger postings and the amounts carry the true accounting sign. So an expense is normally indicated by a debit and revenue is normally indicated by a credit.

To sort the listing to view revenue by date, click the posting date column then



click the radio button for summation. The report will sort and total by date.

Display Actual Cost Line Items for Cost Centers

List Edit Goto Settings Extras Environment System Help

Document Master record

Display variant /MWR1 Cost Center Line Item Display
 Cost center 1967 NS SEWELL GOLF CARTS
 COarea currency USD US Dollar

CoCd	Cost ele	Cost element name	DocT	Postg date	Value COCurr	Cost	Aux. acct assignment
1353	501000	PROGRAM REVENUE	SD	10/01/2001	102.00-	1967	
*				10/01/2001	102.00-		
1353	501000	PROGRAM REVENUE	SD	10/02/2001	570.00-	1967	
*				10/02/2001	570.00-		
1353	501000	PROGRAM REVENUE	SD	10/03/2001	1,284.00-	1967	
1353	501000	PROGRAM REVENUE	SD	10/03/2001	846.00-	1967	
1353	501000	PROGRAM REVENUE	SD	10/03/2001	675.00-	1967	
1353	501000	PROGRAM REVENUE	SD	10/03/2001	384.00-	1967	
*				10/03/2001	3,189.00-		
1353	501000	PROGRAM REVENUE	SD	10/04/2001	183.00-	1967	
1353	501000	PROGRAM REVENUE	SD	10/04/2001	246.00-	1967	
*				10/04/2001	429.00-		
1353	501000	PROGRAM REVENUE	SD	10/05/2001	240.00-	1967	
*				10/05/2001	240.00-		
1353	501000	PROGRAM REVENUE	SD	10/08/2001	369.00-	1967	
1353	501000	PROGRAM REVENUE	SD	10/08/2001	762.00-	1967	
1353	501000	PROGRAM REVENUE	SD	10/08/2001	699.00-	1967	
1353	501000	PROGRAM REVENUE	SD	10/08/2001	363.00-	1967	

List has been sorted PR2 (1) (100) mwrsap7 INS 08:41

If the report is requested by cost center group, it will contain multiple cost centers.

The report can be sorted on both the cost center and date to analyze daily revenues by cost center. See the following report extract.

Display Actual Cost Line Items for Cost Centers

List Edit Goto Settings Extras Environment System Help

Document Master record

Display variant /MWR1 Cost Center Line Item Display
 Cost center 2607... NS CHEST REC CTR G/A...
 COarea currency USD US Dollar

CoCd	Cost ele	Cost element name	DocT	Postg date	Value COCurr	Cost	Aux. acct assignment
*				03/19/2002	30.00	2607	
1197	701000	SUPPLIES	KR	03/25/2002	26.08	2607	
*				03/25/2002	26.08	2607	
1197	685000	REPAIRS & MAINT-BLDG	KR	03/29/2002	123.49	2607	
*				03/29/2002	123.49	2607	
**					179.57	2607	
1197	501000	PROGRAM REVENUE	SD	03/12/2002	78.00-	2608	
*				03/12/2002	78.00-	2608	
1197	601000	SALARIES & WAGES	IP	03/15/2002	2,217.23	2608	
1197	621000	EMPRS SHARE OF FICA	IP	03/15/2002	178.03	2608	
1197	622000	ANNUAL LEAVE	IP	03/15/2002	151.12	2608	
1197	623000	SICK LEAVE	IP	03/15/2002	8.63	2608	
1197	629000	HEALTH/DISAB INS	EA	03/15/2002	155.35	2608	
1197	633000	WORKERS COMP	EA	03/15/2002	42.13	2608	
1197	634000	UNEMPLOY COMP	EA	03/15/2002	15.52	2608	
*				03/15/2002	2,768.01	2608	

PR2 (1) (100) mwrsap7 OVR 14:17

2. Month End reporting: to run the Executive Summary open the “Month-End Reports folder” double click the line “Executive Summary Report”.

Month-end reports

Executive Summary Report

Enter the selection criteria, Fiscal year, Period, and Cost Center Group.

Selection values	
Fiscal Year	2002
Period	6
Plan version	0
Selection groups	
Cost center group	1197-202
Or value(s)	to

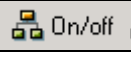
Execute report.

Executive Summary Report display follows:

Executive Summary
Report: ZUK/ZC100
Name: HQ_P652G1
EXECUTIVE SUMMARY
SUMMARIZED OPERATIONS STATEMENT
Period 6 ended March FY 2002
Cost Center or Group: 1197-202 NAVAL STATION SAN DIEGO 1197

REVENUES:	PLAN	%	CURRENT MONTH ACTUAL	%	PFV	YTD PLAN	%	YEAR TO DAT YTD ACTUAL
RESALE REVENUE			518,827	30.3				518,827
PROGRAM REVENUE			1,107,320	64.6				1,107,320
COMMISSIONS			8,104	0.5				8,104
OTHER REVENUE			66,822	3.9				66,822
EXTRA-ORD REVENUE			13,269	0.8				13,269
* TOTAL REVENUE:			1,714,342	100.0				1,714,342
EXPENSES:	PLAN	%	ACTUAL	%	PFV	PLAN	%	ACTUAL
SALARIES & BENEFITS			342,487	20.0				342,487
SUPPLIES			73,654	4.3				73,654
MAINTENANCE			26,192	1.5				26,192
ENTERTAINMENT			682,161	39.8				682,161
CONTRACTUAL			22,719	1.3				22,719
UTILITIES			59,716	3.5				59,716
ADVERTISING & PROMOTION			15,525	0.9				15,525
AWARDS & PRIZES			9,277	0.5				9,277
ALLOC EMPLOYEE BENEFITS/INC COST			47,032	2.7				47,032
OTHER EXPENSE			23,707	1.4				23,707
EXTRA-ORD EXPENSE			13,733	0.8				13,733
* SUB TOTAL NAF EXP. EXCL. USA OFFSET			1,196,772	69.8				1,196,772
* TOTAL NAF EXP. INCL. USA OFFSET			1,196,772	69.8				1,196,772
** MWR OPERATIONS BEFORE NEX DIVIDEND			517,570	30.2				517,570
* NEX DISTRIBUTION - DIRECT			179,620	10.5				179,620

To scan the entire report, use the left to right directional bars to pan left and right. Use the up and down directional bars to pan up or down. To get more detail on the line items, double click on the line or amount.

To see variation by cost center group nodes, click the  button and expand the hierarchy area. This functionality is available on most of the monthly reports.

Executive Summary
Report: ZUK/ZC100
Name: HQ_P652G1

EXECUTIVE SUMMARY
SUMMARIZED OPERATIONS STATEMENT
Period 6 ended March FY 2002

Cost Center or Group: 1197-202 NAVAL STATION SAN DIEGO 1197

REVENUES:	PLAN	%	CURRENT MONTH ACTUAL	%	PFY
RESALE REVENUE			524,906	38.1	
PROGRAM REVENUE			1,129,746	64.8	
COMMISSIONS			8,104	8.5	
OTHER REVENUE			67,722	3.9	
EXTRA-ORD REVENUE			13,270	0.8	
* TOTAL REVENUE:			1,743,749	100.0	
EXPENSES:	PLAN	%	ACTUAL	%	PFY
SALARIES & BENEFITS			342,487	19.6	
SUPPLIES			74,060	4.2	
MAINTENANCE			26,192	1.5	
ENTERTAINMENT			783,579	40.3	
CONTRACTUAL			22,719	1.3	
UTILITIES			59,716	3.4	
ADVERTISING & PROMOTION			15,779	0.9	
AWARDS & PRIZES			9,327	0.5	
ALLOC EMPLOYEE BENEFITS/INC COST			47,032	2.7	
OTHER EXPENSE			23,942	1.4	
EXTRA-ORD EXPENSE			13,951	0.8	
* SUB TOTAL NAF EXP. EXCL. USA OFFSET			1,219,352	69.9	
* TOTAL NAF EXP. INCL. USA OFFSET			1,219,352	69.9	
** MWR OPERATIONS BEFORE NEX DIVIDEND			524,397	30.1	
* HEX DISTRIBUTION - DIRECT			179,620	10.3	

To drill down to the account detail, double click on the amount in question. The system will display the following box, double click **Cost Centers: Actual Line Items**

Choose Report

Cost Centers: Actual Line Items

Cost Centers: Plan Line Items


☒ Technical names on/off ☐

The system will display all the detailed postings that make up the number that was selected. The following cost center line item report will be displayed.

Display Actual Cost Line Items for Cost Centers

Display variant /MWR1 Cost Center Line Item Display
Cost center 1158... NS REGIONAL ITT G/A...
COarea currency USD US Dollar

CoCd	Cost ele	Cost element name	DocT	Postg date	Value C0Curr	Cost	Aux. acct assignment
1197	594000	OTHER COMMISSIONS	SD	03/11/2002	24.83-	2482	
1197	594000	OTHER COMMISSIONS	SD	03/10/2002	24.83-	2482	
1197	594000	OTHER COMMISSIONS	SD	03/05/2002	1,037.50	2482	
1197	594000	OTHER COMMISSIONS	SD	03/01/2002	174.80	2482	
1197	594000	OTHER COMMISSIONS	SD	03/01/2002	92.65-	2482	
1197	594000	OTHER COMMISSIONS	SR	03/11/2002	24.83	2482	
1197	594000	OTHER COMMISSIONS	SD	03/01/2002	21.39-	2484	
1197	594000	OTHER COMMISSIONS	SD	03/11/2002	19.00	2484	
1197	594000	OTHER COMMISSIONS	SD	03/11/2002	96.70-	2484	
1197	594000	OTHER COMMISSIONS	SD	03/11/2002	179.40-	2484	
1197	594000	OTHER COMMISSIONS	SD	03/10/2002	19.00-	2484	
1197	594000	OTHER COMMISSIONS	SD	03/10/2002	96.70-	2484	
1197	594000	OTHER COMMISSIONS	SD	03/10/2002	179.40-	2484	
1197	594000	OTHER COMMISSIONS	SD	03/01/2002	291.00-	2484	
1197	594000	OTHER COMMISSIONS	SD	03/11/2002	105.70-	2484	
1197	594000	OTHER COMMISSIONS	SR	03/11/2002	19.00	2484	
1197	594000	OTHER COMMISSIONS	SR	03/11/2002	96.70	2484	
1197	594000	OTHER COMMISSIONS	SR	03/11/2002	179.40	2484	

This report can be subtotaled at the cost center level by highlighting the cost center column and clicking the radio button . The following report view will be displayed. Cost Center line item display with summarization by date.

Display Actual Cost Line Items for Cost Centers

List Edit Goto Settings Extras Environment System Help

Document Master record

Display variant /MWR1 Cost Center Line Item Display
 Cost center 1158... NS REGIONAL ITT G/A...
 COarea currency USD US Dollar

CoCd	Cost ele	Cost element name	DocT	Postg date	Value COCurr	Cost	Aux. acct assignment
1197	594000	OTHER COMMISSIONS	SD	03/11/2002	24.83-	2482	
1197	594000	OTHER COMMISSIONS	SD	03/10/2002	24.83-	2482	
1197	594000	OTHER COMMISSIONS	SD	03/05/2002	1,037.50-	2482	
1197	594000	OTHER COMMISSIONS	SD	03/01/2002	174.80-	2482	
1197	594000	OTHER COMMISSIONS	SD	03/01/2002	92.65-	2482	
1197	594000	OTHER COMMISSIONS	SD	03/11/2002	24.83	2482	
*					1,329.78-	2482	
1197	594000	OTHER COMMISSIONS	SD	03/01/2002	21.39-	2484	
1197	594000	OTHER COMMISSIONS	SD	03/11/2002	19.00-	2484	
1197	594000	OTHER COMMISSIONS	SD	03/11/2002	96.70-	2484	
1197	594000	OTHER COMMISSIONS	SD	03/11/2002	179.40-	2484	
1197	594000	OTHER COMMISSIONS	SD	03/10/2002	19.00-	2484	
1197	594000	OTHER COMMISSIONS	SD	03/10/2002	96.70-	2484	
1197	594000	OTHER COMMISSIONS	SD	03/10/2002	179.40-	2484	
1197	594000	OTHER COMMISSIONS	SD	03/01/2002	291.00-	2484	
1197	594000	OTHER COMMISSIONS	SD	03/11/2002	105.70-	2484	
1197	594000	OTHER COMMISSIONS	SR	03/11/2002	19.00	2484	
1197	594000	OTHER COMMISSIONS	SR	03/11/2002	96.70	2484	

List has been sorted

PR2 (1) (100) | mwrsap7 | OVR | 15:53

Various other summations are available by using the other radio buttons above the report title.

- Review the following month end reports in the same manner.

<input type="radio"/>	Executive Summary Report
<input type="radio"/>	Executive Summary Cash Flow Stmt
<input type="radio"/>	Self Sufficiency Summary
<input type="radio"/>	USA APF Support Expense Report
<input type="radio"/>	USA APF Offset Report
<input type="radio"/>	Operating and Financial Standards
<input checked="" type="radio"/>	Balance Sheet/P+L
<input type="radio"/>	Summary Operations Statement
<input type="radio"/>	Plan/Act. - Departmental Operations
<input type="radio"/>	Budget Performance Activity

3. To view Summary Operations, double click on the line “**Summary Operations Statement**”. Input the selection criteria and execute the report. The following report will display.

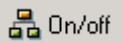
Summary Operations Statement

Report: ZUK/ZC006
Name: HQ_P65201

SUMMARY OPERATIONS STATEMENT
Period 6 Ended March 2002
Page: 1 of 1
Date: 04/04/2002

Cost Center or Group: 1197-202 NAVAL STATION SAN DIEGO 1197

	CURRENT MONTH	% OF REV	CURRENT YTD	% OF REV	LAST YTD	% OF REV
301000 RESALE REVENUE	480,293.26	92.57	480,293.26	92.57		
302000 CATERING RESALE REVENUE	38,533.86	7.43	38,533.86	7.43		
Resale Revenue	518,827.12	100.00	518,827.12	100.00		
Gross Profit & Loss	518,827.12	100.00	518,827.12	100.00		
501000 PROGRAM REVENUE	1,102,917.35		1,102,917.35			
502000 RENTAL REVENUE	452.00		452.00			
560000 OTHER REVENUE	49,285.77		49,285.77			
571000 COMMERCIAL SPONSORSHIP REVENUE	649.27		649.27			
594000 OTHER COMMISSIONS	8,104.08		8,104.08			
Other Department Revenue	1,161,408.47		1,161,408.47			
601000 SALARIES & WAGES	222,551.03	10.25	222,551.03	10.25		
601001 PAYROLL OVERTIME EXPENSE	3,958.56	0.24	3,958.56	0.24		
603000 BONUS / INCENTIVE	1,920.00	0.11	1,920.00	0.11		
621000 EMPLOYER'S SHARE OF FICA	18,588.94	1.11	18,588.94	1.11		
622000 ANNUAL LEAVE EXPENSE	12,549.13	0.75	12,549.13	0.75		
623000 SICK LEAVE EXPENSE	4,870.73	0.29	4,870.73	0.29		
629000 HEALTH / DISABILITY INSURANCE	22,809.53	1.36	22,809.53	1.36		
630000 EMPLOYERS LIFE INS COST	525.55	0.03	525.55	0.03		
632000 OTHER BENEFIT COST	4,241.61	0.25	4,241.61	0.25		
633000 WORKERS COMPENSATION	4,228.47	0.25	4,228.47	0.25		
634000 UNEMPLOY COMPENSATION	1,557.87	0.09	1,557.87	0.09		
642000 RENTALS	13,661.51	0.81	13,661.51	0.81		
642001 TELEPHONE & POSTAGE	1,935.74	0.12	1,935.74	0.12		
662000 CABLE/SATELLITE SERVICE	460.26	0.03	460.26	0.03		
681000 REPAIRS & MAINTENANCE-VEHICLES	1,556.82	0.09	1,556.82	0.09		
683000 REPAIRS & MAINTENANCE-F.F.&E.	14,986.53	0.89	14,986.53	0.89		
685000 REPAIRS & MAINTENANCE-BLDG & FACIL	5,507.97	0.33	5,507.97	0.33		
701000 SUPPLIES	51,098.09	3.04	51,098.09	3.04		
701001 USDA OFFSET	109.98	0.01	109.98	0.01		
703000 LAUNDRY	7,684.21	0.46	7,684.21	0.46		
705000 TICKET EXPENSE	674,089.20	40.11	674,089.20	40.11		
721000 TRAVEL AND PER DIEM	3,737.54	0.22	3,737.54	0.22		
781000 ADVERTISING AND PROMOTION	7,084.88	0.42	7,084.88	0.42		
782000 CONFERENCE & TRAINING	468.00	0.03	468.00	0.03		
783000 CONTRACTUAL EXPENSE	16,183.79	0.96	16,183.79	0.96		
785000 AWARDS AND PRIZES	9,287.05	0.55	9,287.05	0.55		
787000 ENTERTAINMENT / TICKETS	3,276.50	0.20	3,276.50	0.20		
799000 MISCELLANEOUS EXPENSE	621.00	0.04	621.00	0.04		

To see variation by cost center group nodes, click on the  button and expand the hierarchy area.

Summary Operations Statement

Report: ZUK/ZC006
Name: HQ_P65201

SUMMARY OPERATIONS STATEMENT
Period 6 Ended March 2002

Cost Center or Group: 1197-202 NAVAL STATION SAN DIEGO 1197

Variation: Cost center

- 1197-202 NAVAL STATION SAN DIEGO 1197
 - 1197-303 NS ADMINISTRATION 1197
 - 2466 NS MWR DIRECTOR
 - 2467 NS GEN FUND G/A
 - 2468 NS MWR MKTG
 - 2469 NS MWR MAINTENANCE
 - 2470 NS UNIT ALLOC FUNDS
 - 2683 NS RECYC COMM PRGR
 - 1197-304 NS FITNESS & SPORTS 1197
 - 1197-4001 SWIMMING POOLS - NAVAL
 - 1197-4002 GYMNASIUMS - NAVAL STA
 - 1197-4003 SPORTS PROGRAMS - NAV
 - 1197-4004 FITNESS CENTERS - NAVAL
 - 1197-305 NS FOOD & BEVERAGE 1197
 - 1197-4005 CLUBS / LOUNGES - NAVAL
 - 1197-4006 QUICK SERVE - NAVAL STA
 - 1197-306 NS RECREATION 1197
 - 1197-4007 TOURS & CRUISES - NAVAL
 - 1197-4008 ARC TRAVEL - NAVAL STAT
 - 1197-4009 FLEET RECREATION - NAV
 - 1197-4010 SINGLE SAILOR PROGRAM
 - 1197-4011 OUTDOOR RECREATION - NAVAL
 - 1197-4012 THEATER - NAVAL STATION
 - 1197-4013 ITT - NAVAL STATION
 - 1197-4014 AUTO SKILLS SHOPS - NAV
 - 1197-4015 VEHICLE STORAGE - NAVAL
 - 1197-4018 BOWLING - NAVAL STATION
 - 1197-4019 GOLF - NAVAL STATION
 - 1197-4020 PICNIC AREAS - NAVAL STA
 - 1197-4021 RV PARKS - NAVAL STATION
 - 1197-4022 COMMUNITY CENTERS - NAVAL
 - 1197-4023 SPECIAL COMMUNITY EVER
 - 1197-4073 LOCK N LEAVE - NAVAL STA
 - 1197-307 NS YOUTH 1197
 - 1197-4024 YOUTH ACTIVITIES - NAVAL
 - 1197-4025 SCHOOL AGE CARE - NAVAL


	CURRENT MONTH	% OF REV	CURRENT YTD	% OF REV
301000 RESALE REVENUE	483,873.21	92.18	483,873.21	92.18
302000 CATERING RESALE REVENUE	41,033.20	7.82	41,033.20	7.82
Resale Revenue	524,906.41	100.00	524,906.41	100.00
Gross Profit & Loss	524,906.41	100.00	524,906.41	100.00
501000 PROGRAM REVENUE	1,129,294.35		1,129,294.35	
502000 RENTAL REVENUE	452.00		452.00	
560000 OTHER REVENUE	49,285.77		49,285.77	
571000 COMMERCIAL SPONSORSHIP REVENUE	649.27		649.27	
594000 OTHER COMMISSIONS	8,104.08		8,104.08	
Other Department Revenue	1,187,785.47		1,187,785.47	
601000 SALARIES & WAGES	222,551.03	12.99	222,551.03	12.99
601001 PAYROLL OVERTIME EXPENSE	3,958.56	0.23	3,958.56	0.23
603000 BONUS / INCENTIVE	1,920.00	0.11	1,920.00	0.11
621000 EMPLOYER'S SHARE OF FICA	18,588.94	1.09	18,588.94	1.09
622000 ANNUAL LEAVE EXPENSE	12,549.13	0.73	12,549.13	0.73
623000 SICK LEAVE EXPENSE	4,870.73	0.28	4,870.73	0.28
629000 HEALTH / DISABILITY INSURANCE	22,809.53	1.33	22,809.53	1.33
630000 EMPLOYERS LIFE INS COST	525.55	0.03	525.55	0.03
632000 OTHER BENEFIT COST	4,241.61	0.25	4,241.61	0.25
633000 WORKERS COMPENSATION	4,228.47	0.25	4,228.47	0.25
634000 UNEMPLOY COMPENSATION	1,557.87	0.09	1,557.87	0.09
642000 RENTALS	13,661.51	0.80	13,661.51	0.80
642001 TELEPHONE & POSTAGE	1,935.74	0.11	1,935.74	0.11
662000 CABLE/SATELLITE SERVICE	460.26	0.03	460.26	0.03
681000 REPAIRS & MAINTENANCE-VEHICLES	1,556.82	0.09	1,556.82	0.09
683000 REPAIRS & MAINTENANCE-F.F.&E.	14,986.53	0.88	14,986.53	0.88
685000 REPAIRS & MAINTENANCE-BLDG & FACIL	5,507.97	0.32	5,507.97	0.32
701000 SUPPLIES	51,367.63	3.00	51,367.63	3.00
701001 USDA OFFSET	109.98	0.01	109.98	0.01

Select the item for more detail and double click to drill down to details.

Other Helpful Hints


Steps for exporting reports/list to Excel:

(Example starting at an Executive Summary Report)

1. From the Executive Summary either execute the Export Report icon , choose the Export option from the Report pull-down menu or the F8 key.
2. When the new screen appears, select the format you want from Export Format section. For this example select HTML Format.
3. Name the file in the Output File name area and then hit enter or the green check mark.
4. A message will appear stating “*For the selected file format DAT the file extension DAT is recommended.*” Click on the Change and Continue button.
5. At this point the report should appear in Excel as an HTML formatted file. You can also use the Spreadsheet Format that will allow the various features of excel to be used.
6. You can also export list by selecting the Export option from the List pull-down menu.

Steps for attaching reports to SAP mail:

(Example starting at an Executive Summary Report)

1. From the Executive Summary either execute the Send Report icon , choose the Send option from the Report pull-down menu or the Ctrl F8 key.
2. A message will appear stating “*To execute this function, you must first save the selected data. Do you want to save the selected data?*” Answer Yes
3. You will need to name the extract and indicate the number of days that you want the extract to be available.
4. After saving the extract, the SAP Office Mail will open. Type the message you want to send in the area for Note for Recipient.
5. Click in the space for recipient and use the pull-down menu. The default will be Internal User. Accept this default by clicking the green check mark. Enter the last name, first, etc. and hit the green check mark. If there is only one matching name, it will automatically default. If there are multiple names, you will need to select the appropriate name and hit copy.
6. If you want the message to be sent Express Mail activate the box under this option. The message will appear on the recipient’s PC screen (when they are in SAP) either when they move to a different screen or when they next log onto the system.
7. The recipient can activate the report by opening the mail and/or selecting Execute under the Report pull-down menu.

Other accounting analysis tools

GL account display line items.

Menu Path: *Accounting → Financial Accounting → General Ledger → Account → Display/Change Line Items (Trans FBL3N)*

The following criteria screen will display.

G/L account selection

G/L account: 229000 to:
 Company code: 1034 to:
 Selection using search help

Search help ID:
 Search string:
 Complex search help:
Line item selection

Status

☐ Open items
 Open at key date: 10/22/2001

☐ Cleared items
 Clearing date: to:
 Open at key date:
☒ All items
 Posting date: 09/10/2001 to: 10/31/2001

PR2 (1) (100) mwsap7 INS 15:39

Input the desired account and posting dates and execute. The following report will display.

Status: open Parked Cleared

Run Date: 10/22/2001 15:44:27
User: HQ_P652G1

Open Items Key Date: 10/22/2001

229000 PAYROLL DEDUCTIONS OTHER

St	CoCd	Assignment	Doc.no.	Type	Pstg date	PK	S	Cost ctr	Amount in local cur.
	1353		3500000020	KR	10/01/2001	40			2.00
	1353		3500000023	KR	10/01/2001	40			118.60
	1353		3500000024	KR	10/01/2001	40			10.00
	1353		3500000025	KR	10/01/2001	40			54.50
	1353		3500000029	KR	10/01/2001	40			25.00
	1353		3500000028	KR	10/04/2001	40			193.20
	1353		3500000029	KR	10/04/2001	40			63.65
	1353		35000000230	KR	10/04/2001	40			100.00
	1353		35000000254	KR	10/05/2001	40			30.00
	1353		35000000256	KR	10/05/2001	40			37.50
	1353		35000000260	KR	10/05/2001	40			560.83
	1353		35000000270	KR	10/05/2001	40			235.00
	1353		35000000316	KR	10/05/2001	40			25.00
	1353		3500001478	KR	10/19/2001	40			2.00

PR2 (1) (100) mwsap7 INS 15:44


Other accounting analysis tools-cont.

This account is line item managed and should be cleared routinely, so that the only balance remaining is what is left open at the end of the month. Clearing makes account analysis much faster and easier. Clear all items that net to zero.

This view has the same drill down functionality and previously displayed, but this view is from the general ledger account view and will include all posting to the account.

If you display general ledger account 501000 the report will display additional items such as cost center.

St	CoCd	Assignment	Doc.no.	Type	Pstg date	PK	\$	Cost ctr	Amount in local cur.
<input type="checkbox"/>	✓	1353	1000000008	SA	10/03/2001	50	1720		330.00-
<input type="checkbox"/>	✓	1353	1000000009	SA	10/04/2001	50	1813		551.50-
<input type="checkbox"/>	✓	1353	1000000035	SA	10/05/2001	50	2032		9.00-
<input type="checkbox"/>	✓	1353	1300000063	SD	10/03/2001	50	1922		32.50-
<input type="checkbox"/>	✓	1353	1300000069	SD	10/03/2001	50	2232		10.50-
<input type="checkbox"/>	✓	1353	1300000070	SD	10/03/2001	50	1660		7.00-
<input type="checkbox"/>	✓	1353	1300000070	SD	10/03/2001	50	1780		149.00-
<input type="checkbox"/>	✓	1353	1300000071	SD	10/03/2001	50	1660		26.00-
<input type="checkbox"/>	✓	1353	1300000073	SD	10/03/2001	50	1822		295.40-
<input type="checkbox"/>	✓	1353	1300000092	SD	10/03/2001	50	1963		525.00-
<input type="checkbox"/>	✓	1353	1300000092	SD	10/03/2001	50	1967		1,284.00-
<input type="checkbox"/>	✓	1353	1300000092	SD	10/03/2001	50	1966		84.00-
<input type="checkbox"/>	✓	1353	1300000093	SD	10/03/2001	50	1963		2,554.00-
<input type="checkbox"/>	✓	1353	1300000093	SD	10/03/2001	50	1967		846.00-

The line item display can be sorted and totaled by posting date, cost center or doc type by selecting the column and clicking the radio button .

TERMS

Controlling area

This is the highest organizational level for which costs and revenues are calculated. This designator helps to control posting periods across company codes. All MWR & VQ company codes belong to controlling area 2000.

Company code

For MWR & VQ, the company code element is synonymous with fund. SAP refers to company code as an independent accounting entity. Each company code has its own complete set of accounts.

Cost center groups

Cost centers are assigned to groups to combine like entities or reporting groups. Cost center groupings can be found as nodes on the standard hierarchy.

Cost centers

This unit is used by SAP to represent a location of cost (and revenue) origination. Cost centers are grouped into decision, managerial and responsibility groups to facilitate query and reporting. MWR & VQ cost centers include category, activity and department designators.

Cost elements

Chart of account elements that depict costs and revenues. All MWR & VQ revenue and expense accounts are considered cost elements in SAP. Cost elements are used to ensure comprehensive reporting and detailed planning (budgeting).